

PROJECT ENGINEER

PURPOSE: To perform, and to supervise others who perform engineering work in the design, construction, and maintenance of street improvements, utility installations, buildings and other structures, and storm and sanitary sewer systems.

ACCOUNTABILITIES:

1. Perform responsible, professional engineering work in the design, construction, and maintenance of street improvements, utility installations, buildings and other structures, and storm and sanitary sewer systems.
 - * A. Writes specifications for various street and sewer jobs.
 - * B. Estimates costs using previous bids and trends.
 - * C. Performs difficult design work.
 - * D. Operates computers to prepare drawings, plan estimates and preliminary reports for difficult projects.
 - E. Coordinates with other utilities and agencies on projects.
 - * F. Ensures that projects are constructed properly and on time.
 - * G. Prepares and reviews plans and checks construction for conformance with standards and specifications.
 - * H. Investigates, prepares, and presents technical reports and presentations both within the City and at public meetings.
 - * I. Prepares petitions and council resolutions on street and sewer projects.
 - J. Investigates and responds to citizen complaints.
 - K. Represents the City Engineer at various meetings and activities.
2. Supervises the work of subordinates.
 - * A. Prioritizes, schedules, assigns, and evaluates the work of assigned personnel.
 - * B. Trains personnel in correct, effective, and safe operating and design procedures.
 - * C. Disseminates instructions and information to employees through multiple methods.
 - * D. Establishes and maintains standards for work performance.

QUALIFICATIONS:

1. Minimum License Requirements:
 - * Registration as a professional civil or highway engineer with the ability to become registered in the State of Minnesota within six (6) months from the date of appointment.
2. Minimum Education and Experience Requirements:
 - * Two (2) years of professional level engineering experience.

3. Knowledge and Skill Requirements:

- * A. Knowledge of Civil Engineering principles.
- * B. Knowledge of drafting and mapping principles and techniques.
- * C. Knowledge of surveying methods and instruments.
- * D. Knowledge of design and layout methods and techniques.
- * E. Knowledge of the principles, methods, equipment, and materials used in construction.
- F. Knowledge of regulatory agencies and their rules affecting design and construction.
- G. Knowledge of safety principles and practices.

4. Ability Requirements:

- * A. Ability to apply civil engineering principles and practices.
- * B. Ability to estimate construction costs.
- * C. Ability to prepare specifications, technical reports, resolutions, and petitions.
- * D. Ability to perform design and layout work.
- * E. Ability to operate computers.
- * F. Ability to transport oneself to and around various construction sites over difficult and demanding terrain.
- * G. Ability to communicate effectively using various means.
- * H. Ability to supervise.
- * I. Ability to establish and maintain effective working relationships with co-workers, outside agencies, contractors, consultants, and the general public.
- * J. Ability to interpret safety rules and apply them to work situations.
- * K. Ability to transport light loads to and around various construction sites over difficult and demanding terrain. Loads consist of the tools and materials normally used in the work, and materials for presentation to groups at meetings. Loads would typically consist of plans, survey and measurement equipment, and presentation materials and equipment.

* Essential functions, or job requirements necessary on the first day of employment.

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94-0583R